



10356

Deputy Court Clerk

Jefferson County Clerk of Circuit Courts seeks a full-time Deputy Court Clerk to provide customer service, retrieve and copy files, sort and distribute mail, and dockets, scans and attaches documents to the proper case in the CCAP database. Position may also include taking minutes in court, swearing in witnesses, marking exhibits and other duties as assigned. The assigned position may include financial responsibilities including receipting daily incoming monies.

Starting Wage: \$13.69 to 15.48, based on qualifications

Minimum Requirements: High school diploma with previous computer experience and 1-2 years general office experience, with the ability to process a high volume of work while maintaining great attention to detail or, any combination of education and experience that provides equivalent knowledge, skills and abilities. Customer service, general bookkeeping and/or legal terminology knowledge and experience highly preferred.

Application review begins May 8, 2017 and is open until filled. Application and position details are available at www.jeffersoncountywi.gov or Jefferson County Human Resources, 311 S. Center Ave., Jefferson, WI 53549.

EOE